

**10 February 1997**



**Personnel**

**MANAGEMENT OF BASE CIVILIAN  
BULLETIN BOARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 36-1, *General Civilian Personnel Provisions and Authorities*. This regulation establishes the standard format for maintaining all base official civilian designated bulletin boards. It is applicable to all personnel designated to maintain and monitor such boards.

**SUMMARY OF REVISIONS**

This is a revision of 911 AWI 36-101, 1 February 1995. It updates and streamlines previous guidance.

**1. General Information.** Official base civilian bulletin boards will be located in a well-lighted area, convenient to all applicable personnel, but not impeding the flow of pedestrian traffic. Each will be assigned to a specific office for the purpose of monitoring and maintenance of all documentation posted. If possible, each bulletin board should be at least 3' x 6'.

**2. Required Postings:**

- 2.1. Rosters of Equal Employment Opportunity (EEO) counselors and Special Emphasis Program Managers.
- 2.2. Commander's policy statement for Equal Employment Opportunity.
- 2.3. Negotiated Agreement (Labor/management Contract).
- 2.4. Roster of Union Officials.
- 2.5. Commander's Sexual Harassment Policy Letter.
- 2.6. Commander's policy statement of DoD Priority Placement Program.
- 2.7. Employee Assistance Program Poster.
- 2.8. Weingartner Rights.

2.9. Inspector General (IG) complaint System.

2.10. Hatch Act Information.

2.11. Injury Compensation (CA-10).

**3. Optional Postings.** Items for optional posting are to be at the discretion of the Bulletin Board Monitor.

**4. Monitor Responsibility.** A person will be designated as monitor by the Division Chief. A copy of each designation will be forwarded to the 911 AW/DPC. Their duties will be as follows:

4.1. Review the bulletin boards monthly for currency and neatness.

4.2. Question the material which appears to be outdated and contact the OPR for clarification whether the document is superseded and what the replacement status of the documentation.

4.3. Review all material for posting as to its necessity, good taste and consistency with Air Force doctrine, procedures and policy.

**5. Union Bulletin Boards.** In accordance with Negotiated Agreement between the 911th AW and Local 2316, American Federation of Government Employees (AFGE), the union will be afforded a portion of each official civilian bulletin board.

5.1. Location of union authorized space on the civilian bulletin board will be designated by the employer.

5.2. Whenever possible, a space of 16" x 27" will be provided and identified as "AFGE."

F. BAXTER LANE, Col, USAFR  
Commander